

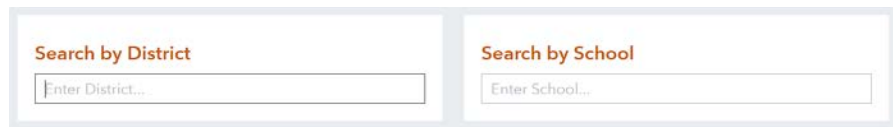
Find Staff- Report Notes

Overview

This report allows users to search available contacts by district, school, and contact type. Users can choose to include or exclude a row where no staff are reported for a contact type. The resulting table can be sorted on screen and/or exported to excel.

How to Use this Report

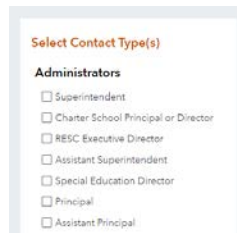
Users may **search by district or school** by using the **text boxes** located at the top of the report. When a user begins to type a district or school name, a list of matching districts or schools will appear. The user can then click on the district or school of interest. To clear a text search, delete all text within the box and press the *Enter* key.



The image shows two search input fields side-by-side. The left field is titled "Search by District" and contains the placeholder text "Enter District...". The right field is titled "Search by School" and contains the placeholder text "Enter School...".

Users may also **filter the report by contact type** using the check boxes on the left of the screen.

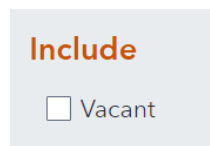
When a user selects *Superintendent*, the results will also include *Charter School Principal or Director* and *RESC Executive Director*. This listing should be considered the complete contact list for superintendent-level contacts.



The image shows a list of contact types under the heading "Select Contact Type(s)". Under the sub-heading "Administrators", there are seven checkboxes, all of which are currently unchecked:

- Superintendent
- Charter School Principal or Director
- RESC Executive Director
- Assistant Superintendent
- Special Education Director
- Principal
- Assistant Principal

To the right of the text box searches for district and school, a user has the option of **including or excluding a row in the table when no contact has been reported for a given contact type**. This feature assists state-, district-, and school-level users in assessing where roles need to be assigned. For the general user, it is recommended to leave the checkbox unchecked and the default has been set accordingly.



The image shows a button labeled "Include" with a checkbox below it. The checkbox is currently unchecked and is followed by the text "Vacant".

At any time, a user can refresh the web page in order to return the report to its default state.

Inclusion/Exclusion Rules

Contact types will continue to be added as they become available.

Terms/Definitions

List all dropdowns and any appropriate dropdown values with corresponding definitions

Term	Definition
District	The name of the district reporting the contact.
School	The name of the school reporting the contact.
Title	The actual title of the individual as entered in the associated data collection application. This differs from the contact type listed on the left of the screen for filtering. For example, while only <i>Superintendent</i> appears on the left, <i>Superintendent-Acting</i> and <i>Superintendent-Interim</i> appear in the table.
First Name	The first name of the contact.
Last Name	The last name of the contact.
Phone	The phone number of the contact.
Email	The email of the contact.

Sources and Update Schedule

Current sources include the [Educator Data System \(EDS\)](#), Contacts Manager, and [Special Education Data Application and Collection \(SEDAC\)](#). Contact data are updated daily with one exception as described below.

For the roles of *Superintendent* (including *Acting* and *Interim*), *RESA Executive Director*, *Charter School Principal or Director*, and *Principal* (including *Acting*), if no staff are assigned, the contact information for the previous individual assigned to this role is displayed.

Other Helpful Information

To generate a statewide list of contacts, leave the search boxes blank and select a contact type or types.

If you need to make changes to your staff, please contact your EDS Data Manager or Ray Martin at (860)713-6876. When a district hires a person at any time during the school year, a record must be created for that person as soon as possible even if the person does not hold an active certificate at the time of hire. When a person leaves a district, the EDS file record must be updated with the leave information as soon as possible.

Data Contacts

Educator Data System (EDS)/Directory Manager (DM)

Ray Martin, raymond.martin@ct.gov, (860)713-6876

Special Education Data Application and Collection (SEDAC)

Laura Guerrero, laura.guerrera@ct.gov, (860)713-6898

Contacts Manager

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